Wisconsin Enterprise Architecture Team (WEAT)
August 21, 2:00 – 4:30 PM, DOA Building, Yahara (122) Conference Room

Invited Attendees:

WEAT Voting Members:
- **Patricia Carlson (Chief Enterprise Architect)**
- **Keith Hazelton (UW Representative)**
- **Bud Borja (Milwaukee Co., Local Government Representative)**
- Mickey Crittenden (Rock Co., Local Government Representative)
- **Jay Jaeger (DOT, Large State Agency Representative)**

- Diane Kohn (DWD, Large State Agency Representative)
- Rich Hamann (DNR, Small Agency Rep, Apps Rep)
- Paul Hedges (WHS, Small Agency Rep)
- Judy Heil (DET Customer Service Rep)

DET Representatives
- Max Babler (Infrastructure Support)
- **Doug Bingenheimer (Enterprise IT Investment Planner)**
- Erik Mickelson (Enterprise Process Integration)

- **Dave Mockert (Technical Architecture Team Lead & State GIO)**
- Allen Poppe (Enterprise Process Integration)
- **Tekla Wlodarczyk (DET Enterprise Architect)**

Guests
- Pat Powers (DNR Enterprise Architect)
- **Ann Schwartz (DOC IT Director)**

- **Terry Kaufmann DOC**
- **Kevin Acker for Diane Kohn, DWD**

Agenda

#	Time	Item	Presenter	Item Description	Discussion	Action Item(s)	Responsible Person	Due Date
1	2:00	Delegate Administration	Patricia Carlson & Dave Mockert	1. Discussion of Delegated Administration Documents and Agency Feedback A. Delegated Administration Briefing Document B. Delegated Administration Role and Authority Standard	We are starting the use of two new tools: 1) Briefing paper for a complex subject area where there will be multiple standards or other types of artifacts created. The briefing paper is intended to provide an overview of the subject area. 2) Standardized comments response form. Patricia reviewed the forms instructions. Asked for questions. The benefit of using a standardized form if that one can track and publish comments and responses to comments which is required under records retention rules. Background : The approach to delegated administration was developed to first address the immediate needs of DOC and DNR with respect to consolidation. Long term there may need to be changes to either the approach or specific artifacts. The intent is to try and get some broad based input, so that the current work is not done with out enterprise input and consideration. Delegated administration will be a	Find delegation process spreadsheet from SIS and see if it is accurate, current and available for distribution to WEAT.	Patricia Carlson	Friday

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					service offering. The SIS Server, Support Tools, and Application Hosting teams developed several delegated administration documents and role matrices. When the IOC Technical Teams were transitioned to the DET Technical Architecture Team (Dave Mockert is the leader), this team used some of these documents to begin their work with respect to delegated administration			
					A. Delegated Administration Briefing Document. Specific discussion item are located in the comment form. Key comments: 1. Focus on Business driving technology, 2. Re-order the presentation slide sequence, 3. Separate "Application Application Server" out of the current category "Application and Database", and 4. List Roles or Tasks in slides for each category, as is done with the "Tools Like" slide.	Restructure the Briefing Document with the feedback from WEAT and send it back to WEAT for verification. This document will then be used to brief the TLC	Patricia Carlson	Next Friday
					In the discussion of delegated administration, it became apparent that there needs to be some sort of risk assessment "score card" or matrix developed to assist the decision making of delegated administration (e.g. a way to show that you might want a service delegated but it would create to high of a risk).	Develop a delegated administration risk score card	Patricia Carlson to work with Dave Mockert and the DET Technical Architecture Team	Next WEAT meeting
					B. Delegated Administration Authority Standard. See comment forms for details. In general: this document will not be pursued as a "standard" instead it will become a taxonomy for delegated administration. . Team would like to see the SIS created matrix of roles.	Modify the current document to a taxonomy and take it to the DET Technical Architecture Team	Patricia Carlson	Next Technical Architecture Team Meeting

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2	3:00	Updates	Patricia Carlson	- General Updates - WEAT Meetings – Structure, Length	Next meeting is 9/18, additional delegated administration documents will be presented at that meeting. Once delegated administration is completed, the interim security documents will be reviewed. We will try to coordinate this review with the IT Director's Council (ITDC).	Shared space for virtual discussion, assuring access to Bud and Keith.	Patricia Carlson to follow up with Allen Poppe and Eric Mickelson.	By the next WEAT meeting
		Other Discussion						